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INTRODUCTION

The City is committed to providing a safe and productive workplace where all employees can make a positive contribution to the organization's mission. The City is an equal opportunity employer, fully supporting a climate of mutual respect and freedom from any form of discrimination or harassment. Through a program of professional human resources management, the City makes every effort to ensure that sound merit principles apply to all personnel actions. Nothing contained in this Handbook or in the Human Resources Personnel Policies and Procedures Manual creates a contract of employment between an employee and the City. The City does not offer guaranteed employment. Either the City or the employee can terminate the employment relationship at any time.

Inside this Handbook you will find a wide range of topics, including information about types of positions, employment, EEO and affirmative action, grievance procedures, discipline, standards of conduct, drug testing, personnel records, attendance, compensation, performance appraisal, work hours, time off, and benefits.

The Handbook contains basic information about the City's personnel policies and procedures, and is intended to be a convenient reference for employees. Because the City manages a complex and varied array of personnel policies and programs, general policies cannot apply in every situation; therefore, some exceptions to the general policies included in the Handbook are outlined in the larger policy manual. The City Manager or his designee makes final determinations on the meaning and interpretation of the City's personnel policies. The entire Human Resources Personnel Policies and Procedures Manual can be located on the City's computer network public folder. You may also contact the Human Resources Department if you have further questions or want to meet with a member of the staff.

ADMINISTRATION OF HUMAN RESOURCES POLICIES AND PROGRAMS

The City Manager is the Chief Human Resources Officer for the City; however, he may delegate responsibility for many aspects of human resources management to staff that report to him, such as an Assistant City Manager, Department Directors, and the Human Resources Manager.

The Human Resources Department administers a wide variety of programs and policies, including recruitment, pay and classification, training, employee relations, EEO, and maintenance of personnel records. Employees are free to contact Human Resources Department with specific questions at any time.

TYPES OF POSITIONS

The City currently operates with three types of positions:

- Full Time - Positions of 37.5 hours or more per week which are expected to last more than 6 months, and include benefits
- Part-Time - Positions of less than 37.5 hours per week (but more than 480 hours per year) which are expected to last 6 months or more, and which may include pro-rated benefits depending on the number of hours budgeted
- Seasonal and Temporary - Most positions of less than 480 hours per year which are expected to last less than 6 months and do not include benefits

Note: Some positions involve eligibility for

overtime compensation and others do not. Please refer to the section on salary administration for more information.

JOB SHARING AND TELECOMMUTING

In some circumstances, the City may permit alternate work arrangements, such as job sharing and telecommuting, when it is determined to be in the City's interest. These arrangements can sometimes be helpful in allowing employees to balance work and personal commitments. Specific guidelines are provided in the Human Resources Personnel Policies and Procedures Manual.

EMPLOYEES WHO VOLUNTEER

Employees who wish to volunteer their time in their own or in another department must first receive approval from the Human Resources Manager before doing so.

EMPLOYMENT WITH THE CITY

Applicants for employment are carefully screened in an effort to ensure they will be successful in their positions if hired. Applicants

for City employment must provide honest and accurate information throughout the selection process; failure to do so may result in disqualification from consideration or termination from employment. Applicants must verify that they may legally work in this country, may be subject to a criminal background and driver's record check, pre-employment substance abuse testing, and a physical examination at the City's expense, depending on the position sought. Verifications of current and previous employment, licenses, and degrees may be conducted. Applicants for sworn public safety positions are required to undergo a thorough and intensive pre-employment screening process involving multiple steps prior to hiring. All pre-employment screening and testing procedures are carefully reviewed for job relatedness and conducted in accordance with applicable laws.

APPLYING FOR ANOTHER POSITION

All vacancies are posted for at least 7 work days, may be open to the public, or confined to all or a portion of the City workforce. Any person may apply for a position that is open to the public. To apply for a position posted as a "Promotional Opportunity," an employee must currently occupy a full, part-time, or temporary position or must have worked for the City in a temporary or part-time status during the

previous 12 months and left in good standing.

PROBATIONARY PERIOD

All new or re-employed employees must satisfactorily complete a 12-month probationary period in order to attain non-probationary status. The probationary period provides an opportunity for evaluation of an employee's suitability for a position. The probationary period may be extended because of performance or disciplinary actions, and in certain cases, non-probationary employees may be placed in probationary status as a result of performance or disciplinary problems.

EMPLOYMENT OF RELATIVES

Employees, the City Manager, or City Council members may not supervise, be in a position to influence, or review the work of close relatives as defined in the Human Resources Personnel Policies and Procedures Manual. Except for these situations, employment of relatives is not prohibited. Specific questions about employment of relatives may be directed to the City Attorney's Office.

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

The City of Hopewell is fully committed to the principles of equal employment opportunity in the provision of all services to the public. It is the policy of the City to obtain, retain, and advance the best-qualified person available for each position without regard to race, color, creed, religion, national origin, age, marital status, sexual orientation, political affiliation, pregnancy, disability, veteran status, or other non-merit or non-job-related factors.

An employee who believes he or she has experienced discrimination because of any of the factors listed above may contact his or her supervisor, the Human Resources Manager/EEO Officer, the Assistant City Manager, or the City Manager. The employee may file a complaint using the City's internal EEO Complaint Procedure; non-probationary full time employees may also file a complaint under the City's grievance procedure. Detailed information on complaint and grievance procedures may be found in the Human Resources Personnel Policies and Procedures Manual.

HARASSMENT POLICY

Harassment by supervisors, co-workers, and non-employees is strictly prohibited under the City's Equal Employment Opportunity Policy. Inappropriate comments, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are completely unacceptable and will not be tolerated. Employees have the right to be free from any conduct or behavior that could overtly or implicitly affect employment, unreasonably affect work performance, or create an intimidating, hostile, or offensive work environment. An employee who believes he or she has been the subject of discrimination or harassment as defined in the City policy should immediately report the matter to his or her supervisor, or the Department Director, Human Resource Manager, Assistant City Manager, or the City Manager. The same procedure is required if the employee has observed harassment of others. The matter will be promptly investigated and appropriate action taken. Employees who believe they have been the victims of discrimination or harassment may also file a complaint through the Internal Complaint Procedure; non-probationary full and part time employees may file a formal grievance under the City's Grievance Procedure. Retaliation against employees who

report harassment is strictly prohibited. Detailed information can be found in the Human Resources Personnel Policies and Procedures Manual.

SEPARATION FROM EMPLOYMENT

Employees may separate from employment under the following conditions:

- **Resignation** - Voluntary separation provided the employee provides at least 2 weeks written notice (4 weeks in the case of Managers and Department Directors) Note: **Failure to provide proper notice will result in loss of payment for accumulated Paid Time Off (PTO) balance.**
- **Retirement** - Separation under Virginia Retirement System pension plan; employees are asked to provide 3 months notice. More information can be found at www.varetire.org or in the VRS handbook.
- **Dismissal** - Separation for policy violations or poor performance as defined in the City's disciplinary or standards of conduct policies, or for other reasons supported by policy. Non-probationary employees may file grievances in connection with dismissals.

- **Reduction-In-Force** - Separation due to lack of work, reorganization, elimination of services, loss of funding, surplus of employees within certain departments or for other similar reasons. Prior to lay-off, non-probationary employees may be given an opportunity to transfer to other available positions. Lay-Off procedures are described in detail in the Human Resources Personnel Policies and Procedures Manual.
- **Disability** - Separation due to an illness or injury that prevents an employee from performing the essential functions of his job. In this type of situation, the employee should communicate with Human Resources Department to discuss benefits, including disability retirement, and Workers' Compensation if the separation is due to a compensable job-related injury.

PERSONNEL RECORDS OF TERMINATED EMPLOYEES

The Human Resources Department maintains all personnel records on terminated employees. No information will be released from personnel records without signed authorization from the former employee. The only exceptions to this policy may be approved by the Human Resource Manager on a case by

case basis. It is the former employee's responsibility to notify Human Resources Department of changes in current information in order to ensure that taxes and benefits are correctly processed before and after termination.

RESPONSIBILITY FOR RETURN OF CITY PROPERTY UPON TERMINATION

All terminating employees are responsible for returning and/or accounting for equipment, keys, uniforms, computer equipment, procurement cards, and other city property on the day before termination. Property should be returned to the employee's supervisor or Department Director along with a completed "Employee Termination Checklist" which may be obtained in the department.

GRIEVANCE PROCEDURES

The City has an approved grievance procedure, which has been certified as complying with the requirements of State law. Employees and supervisors are encouraged to work together in solving problems without retaliation and at the lowest possible level; however, in situations where problems cannot be resolved informally the Grievance

Procedure provides an immediate and fair method for addressing specific kinds of problems. The Grievance Procedure is available to most, but not all, non-probationary full time and part time employees. The Grievance Procedure is contained in a detailed policy within the Human Resources Personnel Policies and Procedures Manual; employees who have questions about a grievance should communicate closely with the Human Resources Department to ensure they are in compliance with all provisions of the Procedure.

Grievable and Non-Grievable Issues

The following issues are grievable under the Procedure: Disciplinary actions, including dismissals for cause, disciplinary demotions, and suspensions, the application of policies, procedures, rules, and regulations, discrimination, and acts of retaliation as a result of the use of the Grievance Procedure.

The following issues are not grievable under the Procedure: Establishment of salaries and position classifications; work activities that come as a condition of employment or part of the job description; the contents of laws, statutes, and policies; failure to promote except where the employee can show procedures were not properly followed or applied fairly; the methods, means, and

personnel by which work is carried out; the hiring, promotion, transfer, assignment, and retention of employees; and the relief from work of employees during emergencies. There can be an exception to the list above in circumstances involving an employee who has been reinstated within the previous 6 months as a result of a grievance, or who has been affected by situations involving termination, lay-off, demotion, or suspension. These situations should be closely coordinated with Human Resources Department in order to ensure proper administration of the procedure.

Challenges to Grievability:

Prior to the Fourth Step of the procedure, management can challenge the grievability of an issue using a policy within the Grievance Procedure. These challenges must be resolved prior to the Fourth Step and in some cases may be resolved by the Circuit Court.

Steps in the Grievance Procedure

First Step – An informal discussion that is not reduced to writing between employee and supervisor regarding a complaint.

Second Step - A written grievance filed by the employee and a meeting at the Department/Manager Level if he is not satisfied with the results at the First Step.

Third Step - A written grievance filed by an employee and a meeting at the City Manager level if he is not satisfied with the results at the Second Step.

Fourth Step - A Panel Hearing requested by the employee if he is not satisfied with the results at the Third Step. The Panel Hearing is the most formal of the four steps; attorneys are often present and the hearing is conducted under a very specific set of rules. The Panel is composed of three individuals - one chosen by the employee, one chosen by the City Manager, and a third chosen by the first two individuals. In certain cases, a Hearing Officer may be assigned as the third panel member. The decision of the Panel is final and binding.

Waiver of Steps - In certain cases, steps in the Grievance Procedure may be waived by mutual agreement between the parties. Please check with Human Resources Department about this procedure.

Time Limits

All steps in the procedure have specific time limits that apply to management and the employee. Please call Human Resources Department and/or refer to the Human Resources Personnel Policies and Procedures Manual to ensure you remain in compliance

throughout the process.

Grievance Form

There is a 4-part form and related instructions for the purpose of filing a grievance. You may request a Grievance Form and other information from your department or from Human Resources Department.

CITY GOVERNMENT STRUCTURE AND ORGANIZATION

The City has a Council - Manager form of government. The City Manager is the chief executive officer of the City. He is responsible for the implementation of policy and for management of day-to-day operations, departments, and employees. He reports to the City Council, the members of which are elected by the citizens to set policy, appropriate funds, and generally oversee the City.

STANDARDS OF EXCELLENCE

The City has outlined a set of standards that serve as the basic requirements for a productive work environment and positive employee relations. Commitment to the Standards of Excellence will allow the City to

achieve its mission of excellence in providing the most effective municipal services to the citizens. The standards cover ethics, leadership, non-discrimination, safety, and other important topics that provide the foundation for a City community in which both managers and employees can make an important contribution to the mission. Some of the Standards are explained in the following paragraphs.

Alcohol and Drug Free Workplace

The City is committed to maintaining a drug and alcohol free workplace; therefore no employee may report to or engage in work while under the influence of drugs or alcohol. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances, including illicit drugs is prohibited - employees engaging in such activities are subject to serious disciplinary action, including dismissal. An employee who is convicted of a crime under drug or alcohol statutes must report the conviction in writing to a supervisor within 5 days of the conviction. The employee will then be evaluated for possible participation in substance abuse treatment and for disciplinary action. An employee who believes he may have a problem with alcohol or drugs should contact Human Resources Department or the Employee Assistance Program where self-

referral is strictly confidential. See the more detailed section of this Handbook entitled “Drug Free Workplace and Substance Abuse Testing Policy” for more information.

Attendance

Regular, on-time attendance is essential to City operations and is a key factor in ensuring good customer service. All employees are expected to report for duty on time, ready to work, and to maintain a positive record of attendance. The various departments may set their own specific expectations with regard to attendance; however, repeated instances of tardiness or unexcused absence may lead to disciplinary action.

Communications - A Shared Responsibility

Positive communications is a shared responsibility between the City and employees. The City communicates in a wide variety of ways, including the web site, voicemail, email, handbooks, printed notices, brochures, policies, and procedures.

Employees have responsibilities for keeping the City informed about changes to personal information and status that could affect their benefits or the City’s ability to contact them, and also to promptly report any form of discrimination or harassment in accordance

with the Equal Employment Opportunity policy.

Computer Ethics

The City's computer resources are in place to support efficiency in business operations and communications. Access to and use of computer technology places a responsibility on all employees using these resources to conduct themselves in an ethical manner in the same fashion as they conduct themselves in other areas of work. Particular attention and caution should be exercised with regard to material received, sent, or stored on City computers; this type of material is subject to the City's policies on nondiscrimination and harassment.

Conflicts of Interest

All employees, whether acting for or on behalf of the City, are expected to adhere to the highest standards of ethics. Outside activities must not conflict with the City's interests or detract from work time. Examples of conflicts that should be avoided include financial dealings that may adversely affect the City's interests, questionable employment relationships, or acceptance of money, favors, or anything of value outside of normal pay and benefits. Employees are responsible for reporting any potential conflict of interest to their supervisor as soon as they are aware of

it.

A Shared Code of Ethics

In the interest of a better community and city government, all City employees are expected to adhere to high standards of truthfulness, openness to new ideas, and consideration of the rights of others, including the right to hold differing opinions. To safeguard the standards on which we all depend, the City has developed Standards of Conduct, outlined further on in this Handbook. The City has also developed policies and procedures to assist those who must resolve problems and make decisions about policy violations. It is everyone's responsibility to uphold the standards that contribute toward making the city government an organization of which everyone can be proud.

Nepotism

The City has developed policies that discourage the appearance or occurrence of favoritism that may come about in instances involving employment of "close relatives". These actions are covered by State law as well as City policy and are described in more detail under the section of this Handbook entitled "Employment of Relatives".

Personal Interests

The City recognizes the challenge facing employees in balancing work with family and other outside commitments. Employees should be aware of the following guidelines:

- **Family Visits to the Workplace:**
Family members are welcome at the workplace on special occasions as long as visits do not jeopardize safety or productivity.
- **Personal Involvement in Non-Profit Causes:**
Employees may not solicit others in the workplace with goods for sale in connection with non-City fundraising activities.
- **Social Responsibility:**
Employees are encouraged to participate in a variety of community activities, but to confine those activities to non-work time. Where there may be opportunities to integrate outside charitable or volunteer activity with City work activity, permission of a supervisor is required. City resources may not be provided to outside organizations without approval from a supervisor.

Productivity

All employees are expected to meet high standards of productivity in terms of time management, teamwork, efficiency, cooperation, and contribution. Employees are expected to:

- Report to work and leave work according to their assigned schedule
- Fully engage in work while on their assigned shift
- Be prepared for meetings, ask for assistance when necessary, and meet deadlines
- Limit unscheduled absences
- Minimize personal business during work hours.

Professionalism

Employees are expected to conduct themselves in a professional manner at all times. When differences of opinion occur, only constructive, legitimate, and respectful forms of communication are appropriate.

Safety and Security

All employees share responsibility for their own safety and security and that of fellow employees, citizens, volunteers, and guests, and to maintain reasonable care when using

City property. Employees are responsible for adhering to departmental safety regulations as well as federal, state, and other local safety regulations, including requirements to wear special safety apparel, use protective equipment, submit safety reports, and to comply with facility access procedures. Failure to comply with safety and security policies may result in disciplinary action.

Smoke Free Workplace

Smoking is not allowed outside of designated smoking areas; this includes buildings, facilities, building entrances and exits, and in vehicles. Employees who are interested in a smoking cessation program should contact Human Resources Department or the Employee Assistance Program.

Solicitation for Non-City Events and Activities

Solicitation or distribution of literature in connection with non-City events is not permitted during work hours. Use of bulletin boards, email, voicemail, fax machines, directories, or other communication tools may not be used for solicitation of others to non-City events. Non-employees may not distribute literature or solicit on or through City property.

Workplace Diversity

The City values diversity in the citizen and workplace communities, and takes pride in showing compassion and support to all people, both inside and outside the workplace. The City strives to respect the following key principles:

- The ability to achieve common goals while valuing differences
- Provide opportunities for employees to develop skills necessary to reach their full potential
- Develop a better understanding of the City as a community of cultures
- Participate in diversity initiatives
- Foster on-going communication among departments, management, and employees at all levels
- Participate in celebrations and social activities that build awareness and appreciation of diversity.

STANDARDS OF CONDUCT

It is critically important that citizens have complete confidence and trust in employees of the City to carry out their duties and responsibilities with unquestioned integrity and professionalism. Not only is it important for employees to adhere to the highest standards of conduct, but also to avoid the appearance of

improper conduct. The City has adopted a Code of Ethics and Code of Conduct, which are summarized below. These policies are in conformance with the State and Local Government Conflict of Interest Act and any questions about interpretation of the Act or its application to the City government should be directed to Human Resources Department or the City Attorney's Office.

Code of Ethics

All City Employees shall:

- Demonstrate the highest standards of personal integrity, truthfulness, and honesty in the performance of their duties
- Put service to the public ahead of their personal interests
- Approach their duties with a positive attitude and commitment to open communication, creativity, dedication, and compassion
- Support the principles and policies of the City with regard to equal opportunity and affirmative action in the recruitment and selection of qualified persons
- Strive for personal excellence and encourage the professional development of others in the workforce and those seeking to enter public service
- Accept responsibility for staying abreast of emerging issues that affect citizens and for

serving the public with professional competence, fairness, impartiality, efficiency, and effectiveness

Code of Conduct

City Employees may not:

- Take any action on behalf of the City that they know, or should know, violates any law or regulation; this includes activities such as bribery, kickbacks, falsehoods, and misrepresentation
- Disclose (or use) any information gained through their employment to any person who is not entitled to that information
- Accept gifts, favors, services, or anything of value from citizens or suppliers who may seek to do business with the City (see a detailed definition and exceptions in the Human Resources Personnel Policies and Procedures Manual)
- Engage in any activity, paid or otherwise, which interferes with or comes into conflict with the City's interest, reflects negatively on the City, or detracts from performance of the City

Disclosure of Actual or Potential Conflicts of Interest

An employee who identifies an actual or potential conflict of interest should discuss the

matter with his supervisor and then complete a “Disclosure of Potential Conflict of Interests Form”, which will be submitted to Human Resources Department for review and resolution. The form is available on the City’s public folder and in Human Resources Department

Violations of the Standards of Conduct

The City Manager or his designee will be responsible for investigating and addressing alleged violations of the City Standards of Conduct within certain time limits and guidelines. Violations may be subject to disciplinary action and non-probationary employees may appeal adverse decisions under the City’s Grievance Procedure. Please see the Human Resources Personnel Policies and Procedures Manual for a more detailed description of the Review and Appeals Procedure.

DISCIPLINARY ACTION

Certain acts that are detrimental to the City or result in loss of productivity are subject to disciplinary under City procedures. Following are some, but not all, types of activities that may be subject to disciplinary action.

Types of Disciplinary Violations

- Misuse of or interference with work time
- Absenteeism and tardiness
- Failure to follow procedures, policies, or instructions
- Failure to adhere to safety practices
- Being off the job without permission
- Acts of violence
- Negligence and endangerment of life or property
- Failure to comply with proper orders or insubordination
- Violation of discrimination or harassment policies
- Violation of ethics or standard of conduct policies
- Theft, fraud, falsification, or criminal activity
- Sale of, reporting to work under the influence or alcohol or drugs, or testing positive for such substances
- Unsatisfactory performance.

Disciplinary Action Steps

Disciplinary action steps include the following:

- **Oral Counseling** – A discussion between employee and supervisor about a misconduct or performance problem which is documented in the personnel file.
- **Written Warning** – Documentation and a disciplinary course of action relating to an offense that is placed in the personnel file.

- **Suspension** – Removal from the job, with or without pay, for a specific period of time, either as part of an investigation of an offense or as a consequence of an offense. The length of a suspension may not exceed one year.
- **Demotion** – Movement of an employee from a higher to a lower pay grade – a demotion may be permanent or temporary.
- **Discharge** – Terminates employment and may occur after a period of suspension or immediately in response to an act of violence or endangerment of others.

Employees will be notified of any disciplinary action under consideration and will be allowed to review and discuss such actions, and to make comments on the “Disciplinary Action Form”. Previous disciplinary offenses or failure to successfully complete a period of corrective action may result in stronger disciplinary action, including discharge. Non-Probationary employees may appeal all disciplinary actions except Oral Counseling in accordance with the Grievance Procedures.

Workplace Violence

Workplace violence by employees or visitors to the workplace will not be tolerated and immediate action will be taken in the interest of maintaining a safe work environment. All acts of workplace violence will be investigated and action taken up to and including suspension, removal from City premises, police escort, and discharge.

Authority to Suspend and Investigate

Employees who are granted appointing authority by the City Manager are authorized to suspend an employee, with or without pay, pending an investigation, for any reason that serves to protect the health, welfare, safety, and efficiency of City services. In these cases, the employee will be notified in writing of the charges against him; the City Manager must authorize the final action. If an investigation establishes that the employee is not guilty of the charge against him, he will be reinstated and all references to the action removed from the employee's personnel record.

PERSONNEL RECORDS

The Human Resources Department is responsible for maintaining all personnel records, which include the employee's original application, information on job assignments, performance, training, salary history,

grievances, and disciplinary actions. Employees are responsible for notifying Human Resources Department of any changes in personal information, including changes to name, address, dependents, and phone numbers. Department Directors maintain some information related to attendance and ongoing work and performance issues. When an employee terminates employment, the Department Directors forwards this information to the Human Resources Department for processing and filing.

Review of Personnel Records

Employees may review their personnel records in the presence of Human Resources Department staff during regular working hours; they may have copies made of materials in their personnel records at a reasonable cost. Department Directors and supervisors may review the files of employees under their supervision. Please call for an appointment if you wish to review your personnel file.

Privacy of Personnel Records

In accordance with State law, the City maintains only information required for legal purposes and limits the availability of personnel information to those who have a legitimate “need to know”. The City does not release personnel information to sources outside the

City without the employee's written permission. Employees often need verification of employment and/or salary for purposes of obtaining credit and other services. All requests for this type of information are handled by Human Resources Department. The only exceptions to the privacy policy concern employees who apply elsewhere for Police Officer positions and for positions that require a Commercial Drivers' License. Please check with Human Resources Department for more information about these two exceptions.

ATTENDANCE, PUNCTUALITY, AND NOTIFICATION OF ABSENCE

In order for the City to accomplish its mission, employees must be at work, on time, for all their assigned work shifts, except when time off has been approved by a supervisor. Employees are responsible for making every reasonable attempt to notify their supervisor at least one hour prior to the start of their assigned shift, if they are unable to be at work. If an employee is unable to provide notification of absence before his shift begins, he is then responsible for providing notification within 2 hours of the start of his shift. The Department Directors may agree to alternate arrangements in the case of an extended absence. Notification of impending absence does not include voicemail; if the employee reaches

voicemail when he calls, he is to continue calling until he reaches his supervisor or a member of management. If that is not possible, he is to leave a number where he can be reached that day. Excessive absences may result in disciplinary action in accordance with specific guidelines, up to and including suspension or discharge. If an employee is absent without proper notification for three consecutive workdays, he will be considered to have voluntarily terminated his employment.

Documentation of Illness

The City may require a doctor's certificate for any absence due to illness of three days or more.

Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA)

The City's attendance policies are not intended to conflict with employee rights under FMLA or ADA. If you must be absent because of a medical condition or disability which you think is covered by either of these laws, please notify your supervisor so that appropriate arrangements can be made.

SALARY ADMINISTRATION

The City has a goal of paying salaries that

allow the organization to attract and retain the skills and talent needed to sustain excellent performance and to reward the accomplishments and progression of employees through their careers. Three factors are considered in the City's program of salary administration: The duties performed, salaries paid for similar work in the local labor market, and job performance. The City administers a job classification system to make determinations about grade levels of positions and also conducts periodic salary surveys to determine the City's position in the local labor market. A Compensation Committee is appointed to assist with salary administration, including recommendations on the classification of new positions, hiring rates above the current range, and changes to current classifications. The City Manager makes final determinations on recommendations for new positions and assignment of salary ranges.

Step Increases

Eligible employees receive step increases for increased proficiency or changes in position that do not warrant a change in salary grade. Depending on their position in their salary grade, non-probationary employees whose performance meet or exceed expectation receive step increases on July 1. Employees who have received promotional or step

increases at another time during the year may receive a pro-rated step increase on July 1. Probationary employees are eligible for a step increase on the anniversary date of their initial hire, provided their performance meets expectations.

Performance Rated Bonuses

Non-probationary employees whose performance exceeds expectations are eligible for a lump sum cash bonus of up to 2%, paid in July. Employees will be evaluated for bonuses prior to the City's common anniversary date of July 1.

Promotions

A promotion is the advancement of an employee from his current job to another open position with greater responsibility in a higher salary grade. An employee who is promoted will receive an increase of at least 7% for moving one-grade or at least 14% for moving two or more grades, not to exceed the grade maximum. An employee may be promoted on a probationary basis for up to six months at a salary below the range minimum when his or her qualifications have not yet been proven. These cases require approval of the Human Resources Manager.

Demotions

A demotion is a reduction in job duties and responsibilities that results in movement to a lower salary grade. Most demotions are initiated by employees who want different positions with less responsibility, or which come about through disciplinary or performance situations. When an employee is demoted, he shall receive a decrease in steps equal to 7% less pay or to the range maximum, whichever is greater.

Reclassifications

Reclassifications may be made when the content of a position changes, through gain or loss of responsibilities, or because the marketplace value changes. When a reclassified position is changed to a higher salary range and is occupied, the employee in the position will receive an increase under the same guidelines as for promotional increases. The exception is for upgrades that occur because of changes to marketplace value, in which case the employee does not receive a pay increase, except to the minimum of the new pay range if it is higher than the current range. When a position is reclassified to a lower range, the employee's pay is not reduced, however, if the employee's salary falls above the maximum of the range, he or she will not be eligible for step increases for up

to two years or until the salary falls below the pay range maximum. The employee will be eligible for performance bonuses.

Lateral Moves and Transfers

Transfers occur when an employee moves from one position to another of equal value within the same salary grade, either within or across, departments. No salary changes occur.

Temporary Assignments and Promotions

Occasionally, full time employees may be required to perform duties at a higher or lower level for a temporary period. These types of assignments may take place within the employee's current department or may involve work in another department; there are also circumstances in which the employee may perform duties in addition to his regular job on a temporary basis. Employees who are temporarily promoted to duties at a higher grade will receive at least a 7% increase, capped at the top of the range. Temporary assignment to duties at the same or lower grade level does not involve an increase; however, the additional assignment will be reflected in the employee's performance evaluation. Temporary assignments and promotions normally last for no more than 6

months; exceptions require special consideration of the Human Resource Manager.

PERFORMANCE EVALUATION

The City's performance management program provides a formal process for evaluation and communication between supervisors and employees with regard to work performance, career goals, training needs, and compensation. Supervisors meet with non-probationary employees to establish performance objectives early in the performance year, periodically conduct interim performance reviews, and formally evaluate employees for step increases and performance bonuses prior to the City's common anniversary date on July 1. Employees are encouraged to discuss any issues or concerns they may have with their supervisors throughout the year and during their performance review; employees may make written comments on their performance evaluation form. Probationary employees receive a performance review at the end of their probationary period. (See "Step Increases" and "Performance Bonuses" in the previous section of this Handbook under the section on Salary Administration)

PAYROLL AND PAY PRACTICES

Paychecks and Pay Periods

All City employees are paid by check or direct deposit every two weeks on alternating Thursdays; there are usually 26 pay periods in a year. When paydays fall on a City or Treasurer's Office holiday, paychecks are distributed the day before. All required deductions, including Federal, State, and Social Security taxes will be taken from gross pay, and certain deductions for benefits will be deducted based on 24 pay periods. Pay errors and lost or stolen checks should be reported to the Payroll Department immediately. Normally, when an employee terminates, he will receive his final check by mail on the next regular payday. The check will not be released until all City equipment or materials furnished to the employee has been returned or accounted for, and all financial accounts with the City have been settled.

Garnishments, Tax Levies, and Assignments

Collection actions will not be considered as a cause for termination; however, employees are encouraged and expected to manage their financial affairs in a manner that prevents involving the City in legal proceedings and unnecessary expenditures. The City is

required to comply with all collection actions ordered by the courts and will deduct any amounts necessary from employee paychecks prior to issuance. Please see the Human Resources Personnel Policies and Procedures Manual for more information about these kinds of deductions and the order in which they are taken.

Recording Work Hours

All employees are required to accurately and honestly record their work hours and time taken away from work during each pay period on their department's time sheet. The employee is required to submit a signed time sheet to their supervisor each week. Time sheets are legal documents; falsification of time sheets is illegal and an employee found to have falsified his timesheet may be subject to disciplinary action up to and including discharge.

Shift Differential

The City pays a shift differential of \$.25 or \$.35 per hour to certain employees who work second or third shift. These differentials are in addition to the employee's base pay rate; overtime hours, authorized paid time off (PTO), and frozen sick or holiday pay for periods during which the employee would be eligible for the shift differential all include the shift

differential for purposes of pay calculation.

Payments Due Deceased Employees

In the event of death of an employee, the Human Resources Department is responsible for preparing all necessary documentation and maintaining contact with the employee's family. All payments, including pay for hours worked, paid time off/ leave, and any refunds or reimbursements due the deceased employee are made payable "to the estate of" the employee.

Call-Back Pay

Employees who complete their assigned shifts and are called back to work by an authorized employee after leaving City premises receive at least two hours of Call-Back Pay (not the same as "On-Call Pay"). Call-Back Pay is paid at the regular hourly rate or at overtime rates, if applicable.

On-Call Compensation

On-Call Compensation is paid to employees who are required to restrict their whereabouts and activities in order to be available for consultation or return to work. Department Directors maintain a list of designated jobs that are eligible for On-Call Compensation. Employees designated as "On Call" must be

reachable by beeper or cell phone, return a work-related call within 5 minutes, arrive at the work site within 30 minutes after receiving a call, and arrive at work in a fit condition to perform their jobs. Please see the Human Resources Personnel Policies and Procedures Manual for information on special pay and procedures applying to HRWTF and Police employees.

Reporting Pay

Employees in designated positions who are required to report to work and there is no work available are eligible for a minimum of two hours Reporting Pay at their straight time rate. If work is available, the employee will be paid for a minimum of two hours or for the hours actually worked at their straight time or overtime rate whichever applies.

Overtime Pay and Compensatory Time

Employees designated as “non-exempt”, or eligible for overtime pay, and who are required to work more than 40 hours per week have the option of receiving payment for their overtime hours at one and one-half times their regular hourly rate, or receiving payment in the form of compensatory time – one and one-half hours of paid time off for every hour of overtime worked. Overtime compensation is administered uniformed Firefighters on 24-hour shifts;

questions should be addressed to the Department Director or Human Resources Department. The method of payment for overtime must be approved in advance by a supervisor. Please note that unauthorized time off, sick leave and disability time off do not count toward time worked for purposes of computing overtime pay,

Compensatory Leave

Compensatory Leave must be used within the 28-day work month, unless an exception is approved by the Department Director. Certain Public Safety and seasonal employees may accrue up to 480 hours of compensatory leave, after which they must be paid in cash. All other eligible employees may accrue up to 240 hours of compensatory leave, after which they must be paid in cash. The City has the option of paying for overtime and compensatory leave in cash at any time.

Exempt Employees

Employees designated as "exempt" or not eligible for overtime, are expected to, and often do, work above and beyond their scheduled hours without additional compensation in order to meet job requirements. Certain exempt employees in designated jobs are eligible for special duty leave on a straight time basis when required to work in excess of 40 hours.

Work Hours

Work hours for most City employees are from 8:30 AM to 5:00 PM, Monday through Friday. Some departments, which must provide 24-hour service, maintain different schedules. Employees should see a supervisor with questions about work schedules.

Workweek

The standard City workweek is Wednesday, 12:01 AM through Tuesday, 12:00 PM. Certain Fire Department positions are assigned to 24-hour shifts averaging 56 hours per week. Sworn Police employees have their schedule established by the Chief of Police.

Lunch and Break Periods

Employees are allowed a total of one hour per day for lunch and break. Offices must be open at all times during standard working hours.

Flexible Work Scheduling

Supervisors may approve temporary or occasional flexible work hours. Permanent changes to the standard work schedule may be approved only after consultation with the Human Resources Manager and may include compressed schedules, earlier or later start

times, and other arrangements so long as the workweek remains a total of 40 hours.

Holidays

Regular, full-time City employees receive twelve paid holidays each year. Designated Fire Department personnel have their holiday hours credited to their paid time off (PTO) allotment. Permanent part-time employees receive paid holidays on a pro-rated basis. City holidays are:

- New Year's Day
- Lee Jackson Day
- Martin Luther King, Jr. Day
- George Washington Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day & Day after Thanksgiving
- Christmas Eve*
- Christmas Day, and

any additional holiday(s) granted by the governor will be honored in the approved holiday period.

Saturday holidays are observed on the preceding Friday; Sunday holidays are observed on the following Monday.

WORK DURING EMERGENCIES

In response to major emergencies and inclement weather conditions, the City Manager may make changes to normal operating and staffing procedures. Employees may be required to operate shelters, assess damage, staff phone lines, distribute supplies, perform recovery operations, and provide communications support. Employees assigned as "Essential" by their Department Directors are required to report for duty if assigned; failure to report under emergency circumstances may be subject to disciplinary action. Employees should listen to the City Manager's Newslane Mailbox on the Automated Citizens Information System and/or monitor local television and radio stations in order to determine when emergencies are designated or cancelled, and when employees are expected at work.

DRUG FREE WORKPLACE AND SUBSTANCE ABUSE TESTING POLICY

The City's Drug Free Workplace Policy is administered in accordance with the Department of Transportation Federal Highway Administration Regulations and the Drug Free Workplace Act of 1988. The City is committed to maintaining a safe and healthy workplace free from drug and alcohol abuse, and to protect the safety of citizens. Under the policy,

no employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in the applicable laws. It is also against City policy for an employee to report to work, or to work, under the influence of illegal drugs or alcohol or with the presence of illegal drugs or alcohol in his body. Employees are encouraged to learn more about the City's Drug Free Workplace and Substance Abuse Policy by reading the policy in detail in the Human Resources Personnel Policies and Procedures Manual.

The City is interested in supporting and assisting employees who have problems with substance abuse and who are willing to help themselves by seeking professional counseling. Employees are encouraged to contact the Employee Assistance Program if they think they may have a problem. The City will make a reasonable effort to protect an employee's job when he or she is successfully participating in a substance abuse treatment program.

General Rules of Conduct

All employees are expected to abide by the following rules; violations may result in

disciplinary action. An employee must:

- Not be impaired by alcohol or drugs, legal or illegal, while on active duty or on call, while on City property, or while operating a City vehicle;
- Not be under the influence of illegal drugs or alcohol under any of the circumstances described immediately above. A person is deemed to be “under the influence” if his behavior and/or appearance are obviously affected by alcohol or drugs;
- Not use alcohol while on duty or report for duty with alcohol on his breath;
- Not use, possess, sell, distribute, or manufacture illegal drugs at any time, or assist another in doing so while on duty;
- Submit to alcohol or drug testing when requested to do so by management in accordance with this policy;
- Provide a current valid prescription within one day for any drug found in his possession or identified in a positive drug screen/analysis.
- Notify his supervisor of any criminal drug or alcohol conviction within five calendar days of the conviction date.

Prescribed Medications

Prescribed medications may be brought on City premises and used during working hours provided:

- (1) If the medication causes drowsiness or otherwise impacts the employee's behavior or judgment, the employee must provide a physician's statement to the effect that the medication will not impair performance or create a possibility of harm to the employee, co-workers, or citizens, and
- (2) Employees performing in positions deemed "Safety Sensitive" may not use medications while on duty that could impair their ability to perform their jobs.

Drug and Alcohol Testing

As a condition of employment, all employees are deemed to have consented to the drug and alcohol testing requirements of this policy. The City has selected a medical facility for specimen collection and a certified testing laboratory, both of which are required to follow strict procedures for collection and testing. A split specimen method is used in the event follow-up testing is required or requested. There are several circumstances under which

employees may be tested:

Random Testing

Employees assigned to positions designated as “Safety Sensitive” will be subject to random testing. Generally, these positions include sworn Police and Fire employees, employees who operate heavy equipment, machinery, or City vehicles on a regular basis, and employees who are required to hold a Commercial Driver’s License as a condition of employment. 20% of the employees in this category are randomly tested on an annual basis;

Pre-Employment Testing

All job applicants for the types of positions described above under “Random Testing”, and certain other positions, are required to undergo testing as part of a pre-employment physical. If an applicant refuses to consent to testing or tampers with a test, he will be terminated from the employment process. Any applicant who tests positive has the right to be re-tested at his own expense. If the test is positive, he will not be eligible for employment;

Reasonable Suspicion

When a supervisor has objective and factual reasons for believing that an employee may be under the influence of illegal drugs or alcohol, he may require drug testing. These reasons may include, but are not limited to direct

observations, including slurred speech, smell of alcohol, lack of physical coordination, inability to think or reason, unexplained changes in mood or temper, involvement in an avoidable accident, possession of alcohol, illegal drugs, or paraphernalia in or around the work area, and/or information received from a reliable person that an employee is using illegal drugs or alcohol in violation of policy.

Post-Accident Testing

If an employee is involved in an accident while on duty that causes death to a person, personal injury that requires transport to a hospital, or property damage of \$1,000 or more, he or she may be tested.

Return to Duty Testing

Any employee who has previously tested positive for drug or alcohol use and has been removed from duty and referred to the Employee Assistance Program (EAP) will be subject to periodic, unannounced testing while in the EAP program. An employee who has previously tested positive and subsequently returned to work, will be treated as a "Safety Sensitive" employee, and subject to random testing for up to eighteen months.

Refusal to Test

An employee who refuses to submit to an alcohol or drug test, fails to cooperate with

testing procedures, tampers with a specimen, or obstructs the testing process will be will be disciplined as if they have failed the test and may be subject to additional disciplinary action.

Substances Tested

Drug testing is conducted for the following substances, including but not limited to:

- Alcohol*
- Opiates
- Cocaine
- Phencyclidine (PCP)
- Barbiturates and Benzodiazepines
- Amphetamines
- Marijuana

*A test for alcohol is not required to support a finding of alcohol use; such a finding may be based on observed facts and conditions.

Challenges to Test Results

An employee may challenge a positive test within three working days following notification of the test result. The new test, using the split specimen remaining after the first test, will be performed by another certified laboratory at the City's expense.

Confidentiality of Test Results

All documents and materials related to drug testing are maintained in a confidential medical file that is separate from the personnel file. The City will not release any of this information without the employee's consent except to the City's Medical Review Officer, the EAP Administrator if the employee is participating in counseling or treatment, City management official(s) who may have responsibility for determining disciplinary actions, or to a court if required as part of a legal action against the City by an employee who has been disciplined for a positive drug or alcohol test.

Physical Searches

In cases of reasonable suspicion, a supervisor may request a physical search with assistance by the Police Department of the areas under the employee's control, including his personal vehicle. The employee may be requested to turn over any alcohol or drugs in his possession. If the employee refuses, the Police Department may obtain a warrant. Supervisors will not under any circumstances physically search an employee, however, a supervisor may without permission search all areas and property over which the City maintains partial or total control. If illegal drugs are found, the police will be summoned immediately and any evidence protected until the police arrive.

Termination for Drug Convictions & Policy Violations

Any employee who commits or is convicted of a drug or alcohol related felony will be discharged, regardless of where or how the offense occurred. An employee who commits or is convicted of a drug or alcohol related misdemeanor will be discharged if the offense took place while the employee is on City property or conducting City business. Probationary employees who violate any provisions of the City's policy will be discharged.

Disciplinary Actions for Policy Violations

Employees in Safety Sensitive positions who violate any of the rules related to alcohol and drugs are subject to discharge upon a second offense. In addition, any employee found to be in violation of the rules will be subject to a range of disciplinary actions as described in the Human Resources Personnel Policies and Procedures Manual.

Mandatory and Self-Referral to the Employee Assistance Program

An employee found to have violated the City's policy relative to alcohol or drugs may be given a mandatory referral to the Employee

Assistance Program. Refusal to participate may result in disciplinary action for the original infraction, up to and including dismissal. An employee who self-refers to the Employee Assistance Program because of a substance abuse problem will not be terminated if the self-referral occurs in the absence of a positive test or other violation of the City's policies.

LEAVE OF ABSENCE

Most types of leave may be approved by a Department Director and should, whenever possible, be requested in advance on a "Request for Time Off Form". In cases where it is not possible to request leave in advance, a supervisor may verbally approve leave with written approval to follow. The City makes an effort to grant leave in accordance with the desires of employees subject to the needs of the department.

Types of Leave

Bereavement Leave	Military Leave
Civil Leave	Paid Time Off
Educational Leave	Banked Sick Leave
Family & Medical Leave	Short Term Disability
Leave Without Pay	Long Term Disability
Workers' Compensation	

Bereavement Leave

Up to 24 hours of paid time off upon death of an immediate family member. Immediate family member is defined as: the employee's or the employee's spouse's parents, step-parents, grandparents, wife, husband, child, brother, sister, or other relative of the employee or employee's spouse, if this relative lives in the employee's household..

Civil Leave

Time off with pay for serving on a jury (payments by the court must be signed over to the City). Except when making court appearances related to City business, the employee is required to use Paid Time off (PTO) for court appearances.

Educational Leave

Employee may be granted up to 90 days time off without pay for the purpose of pursuing educational interests that are directly related to the employee's position and will increase the employee's usefulness to the City. Benefits will continue during the period of absence, provided the employee pays both the employee and employer share of benefit costs. The City does not guarantee the employee's position will be available upon return from educational leave; however, the City may attempt to locate a similar position provided the

employee meets all qualifications. Return from educational leave is treated as a reinstatement.

Leave Without Pay

Time off without pay of more than 5 days in circumstances where the employee requests and is granted approval for an absence not covered by other forms of paid leave. The Department Director determines the maximum duration of leave without pay. An employee who is on Leave Without Pay but not FMLA, because of medical reasons, may continue health care and disability benefits during his absence provided he pays both the employee and employer cost of the benefits. Leave Without Pay may also be granted in conjunction with Family Medical Leave as described below.

Workers' Compensation Leave

All employees are covered under State law for accidental injuries and occupational diseases that occur in the course of employment. Benefits can include payments for medical expenses and partial reimbursement for lost wages. Please check with your supervisor or Human Resources Department for more information.

Military Leave

Employees serving in the various branches of the active duty and reserve military, as well as the National Guard and other categories

established in Federal and State law pertaining to emergencies, are granted up to 15 work days (120 hours) of **paid** Military Leave when they are engaged in active duty or participating in federally funded military training. Beyond the 15 days, military members in the same situation are granted **approved time off without pay** for up to an accumulated period of 5 years. The City will continue all benefits for a period of 90 days while the employee is on Military Leave without pay; however, the employee is required to pay his share of benefit costs. Upon return from duty, provided the employee complies with City procedures, he or she will be reinstated to his former or a comparable position. Please see the Human Resources Personnel Policies and Procedures for detailed information about Military Leave.

Paid Time Off (PTO) Leave

Effective July 1, 2003 the City implemented the Paid Time Off or PTO Program in order to provide employees with flexibility in structuring their paid time away from work. PTO replaced Vacation, Sick, and Personal Leave. Regular full time employees are eligible and part time employees budgeted to work at least 480 hours in a 12-month period are eligible for the program on a pro-rata basis. Employees hired before July 1, 2003 and who had accumulated leave "on the books" must use their leave in accordance with a transition plan outlined in the Human Resources Personnel Policies and

Procedures Manual. These employees as well as employees hired after July 1, 2003 will accrue PTO on July 1 of each year according to the following schedules provided they are in a paid status. First year employees accrue PTO on a pro-rated schedule as shown below.

Full Time Employees Other Than Firefighters

Does **Not** Include Holiday Leave

Years of Service	PTO Hours
0 – 1	136
1 – 5	160
5 – 10	184
10 – 20	208
20 – 30	232
30+	256

First Year PTO Pro-Rated Schedule

Full Time Employees **Other** Than Firefighters

Does **Not** Include Holiday Leave

Hire Date	PTO Hours
July 1 – September 30	136
October 1 – December 31	102
January 1 – March 31	68
April 1 – June 31	34

Full Time Firefighters Does
Include Holiday Leave

Years of Service	PTO Hours
0 – 1	288
1 – 5	348
5 – 10	384
10 – 20	420
20 – 30	456
30+	492

First Year PTO Pro-Rated Schedule
Full Time Firefighters
Does Include Holiday Leave

Hire Date	PTO Hours
July 1 – September 30	288
October 1 – December 31	216
January 1 – March 31	144
April 1 – June 31	72

Carry-Over Limit

Full-time employees may carry over up to 240 hours of unused PTO to the next year; Fire Department employees on 24-hour shifts may carry over up to 360 hours. Carry-over is pro-rated for part time employees based on their budgeted hours. See the Human Resources Personnel Policies and Procedures Manual for examples.

Notification and Documentation

PTO must be scheduled in advance and have supervisory approval except in the case of illness or emergency. PTO is charged in one half (1/2) hour increments. Request for Time Off Forms must be completed and submitted to a supervisor in order for PTO to be approved.

When an employee requests PTO to cover medical conditions of more than 5 days, he may be required to submit written documentation from a doctor stating the earliest approximate date of return to duty and advising relative to the employee's ability to perform the essential functions of his job, with or without reasonable accommodation. The employee will also be required to apply for leave under the Family Medical Leave Act under these circumstances, and before returning to work, to submit a statement from his physician attesting to his fitness for duty.

PTO at Separation from Employment

Upon separation or death, an employee (or his estate) may receive payment for all unused PTO hours at his current rate of pay. Non-elected employees of the Constitutional Offices may have their separation dates extended to accommodate unused PTO.

Banked Sick Leave for Employees Hired Prior to July 1, 2003

Employees who had accumulated sick leave prior to the implementation of the PTO Program had their leave “banked” as of July 1, 2003. This leave is available for their use in the following manner:

- 3 casual days within a 1-year period for any reason
- For personal illness and qualified medical reasons
- To cover the required 5-day waiting period for Short Term Disability
- To deplete banked sick leave that must be used or exhausted before Short Term Disability payments begin.

Banked Sick Leave at Separation from Employment, at Retirement, and Upon Death

Employees are not paid for banked sick leave upon separation from employment if they leave due to resignation or dismissal. Employees with 5 years continuous service and a Virginia Retirement System service retirement allowance at the time of retirement from the City are paid for 25% of their unused banked sick leave up to set maximum payment. Payment of 25% of unused banked sick leave

shall be paid upon the death of an employee who has at least 5 years continuous service up to set maximum payment. For employees with 5 – 15 years of service, the maximum payment is \$1,250.00; for employees with greater than 15 years of service, the maximum payment is \$2,500.00

SHORT TERM DISABILITY (STD) LEAVE

All active full-time employees except elected constitutional officers are covered by the City's Short Term Disability (STD) Plan after 60 days of active service. The maximum amount of coverage under the plan is 26 weeks. Time off under the program must be taken concurrently with banked sick leave and Family Medical Leave. The program protects the employee's wages after a 5-day waiting period if he is unable to perform the material duties of his position in accordance with provisions of the plan. Please see the Human Resources Personnel Policies and Procedures Manual for detailed information about STD leave.

LONG TERM DISABILITY (LTD) LEAVE

Long Term Disability Leave protects the employee's income in the event a disability

continues for longer than 6 months. All active full-time employees of the City except elected constitutional officers are covered by the plan. The amount of benefits paid is based on the employee's age at the time the disability begins. Please see the Human Resources Personnel Policies and Procedures Manual for detailed information on the plan.

FAMILY AND MEDICAL LEAVE (FMLA)

Under the Family and Medical Leave Act of 1993, employees with at least one year of service and who have worked at least 1,250 hours within the year preceding are entitled to an approved absence of up to 12 weeks in a designated 12-month period for certain situations, including:

- Birth of a child or to care for a child
- Adoption of a child or provision of foster care for a child
- To care for a spouse, child, or parent of the employee, if that person has a serious health condition
- An employee's serious health condition if he is unable to perform the functions of his job.

Employees are required to provide specific documentation in order to comply with City

policy; the City may designate an employee's time off as FMLA Leave even if the employee does not request it. Employees on FMLA Leave are required to utilize PTO and banked sick leave, if available, in conjunction with FMLA Leave. At the conclusion of FMLA Leave, employees are returned to their former position, or an equivalent position, unless business circumstances have changed. The City is not required to protect an employee's position beyond the initial 12-week FMLA period. See the Human Resources Personnel Policies and Procedures Manual for more detailed information.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City's Employee Assistance Program provides confidential, professional consultation services to employees and household members for a variety of personal issues, including stress, mental health, substance abuse, domestic violence, financial problems, parenting, eldercare and other issues. Supervisors may refer employees to the program if they believe that an attendance, behavior, or work performance problem may be the result of a non-work related issue. The EAP does not share details of employee involvement in the program without the employee's written consent unless life, safety, or national security is seriously threatened, or

disclosure is required by law. Employees may contact Human Resources Department for information on how to contact the EAP.

WORKERS' COMPENSATION PROGRAM

All employees are covered under the Virginia Workers' Compensation Act for accidental injuries or occupational diseases that arise out of and in the course of City employment. The Act specifies the amount of benefits, which may include medical payments and partial reimbursement of wages. No matter how minor, employees must report all injuries to their supervisor immediately and follow City procedures for documenting the injury. See your supervisor if you have questions about Workers' Compensation.

PHOTO IDENTIFICATION BADGES

Photo ID badges are intended to serve as proof of a person's employment with the City. Employees must display the City-issued ID badge at all times while on duty; the only exception to the policy is when the badge may represent a safety risk. Employees must notify their supervisors in the event a badge is lost or stolen and are responsible for returning their badge to their immediate supervisor when they

terminate employment.

CAREER ENRICHMENT PROGRAM –

Tuition Reimbursement

The City supports employee participation in courses leading to a college degree, professional certification, or developmental training that will enhance job performance or contribute to a career development objective approved by a Department Director. Regular, active full-time employees are eligible for the program after completing one year of service with the City. In order to remain eligible for reimbursement, employees must maintain a grade of “C” or better for high school and undergraduate course work, and a grade of “B” or better beyond the undergraduate level. The employee may be reimbursed for a maximum of 16 credit hours in a 12-month period at a rate not to exceed the combined average credit hour cost of Virginia Commonwealth University and Richard Bland College of William and Mary. Repayment of tuition reimbursement costs is required if the employee drops or stops attending a course, does not attain the appropriate grade, or if the employee resigns or is discharged within a year after completing a reimbursed course.

BENEFITS

The City provides a competitive benefits program including health care, paid time off, paid holidays, retirement, life insurance, deferred savings plan, bereavement leave, tuition reimbursement, credit union, employee assistance program, and fitness center membership. In some cases employees may be required to pay all or a portion of certain benefit costs. Full time employees are eligible for benefits; part time employees who work a specified number of hours are eligible for some benefits on a pro-rated basis. Please call Human Resources Department if you have questions about benefits.